

**QUALITY IMPROVEMENT IN PRIMARY SCHOOLS (QUIPS)**  
**COMMUNITY SCHOOL ALLIANCES (CSA) PROJECT**  
**QUARTERLY REPORT**

1 January 2004 to 31 March 2004

**USAID Cooperative Agreement No. 641-CA-00-97-00160-00**

Education Development Center, Inc. (EDC)  
Educational Assessment and Research Centre (EARC)

**INTRODUCTION**

This quarterly report covers the period from 1 January 2004 to 31 March 2004 under USAID Cooperative Agreement No. 641-CA-00-97-00160-00. The report summarizes major accomplishments by the CSA project in Ghana during this period, plans for next period, and a summary of expenditures for the period. Briefly, the sub-activities of the CSA project are: 1) increased community awareness, responsibility, and advocacy for education; 2) strengthened school support organizations in each community; 3) communities participating in the design, implementation and monitoring of schools; and 4) district education officers using monitoring and evaluation to improve education management.

**MAJOR ACCOMPLISHMENTS**

The following major accomplishments were completed during this quarter.

**Remobilization.** During the quarter, three day phase out remobilization activities were conducted for 222 communities. The activity focused on collecting data on impact assessment for Cohort 6 and sustainability assessment for Cohort 1 to 5. The last day of the activity was used to appraise and refine existing SPIs and to provide framework within which the communities will continue to improve their schools. The CPC in each district participated in the exercise to enable him/her undertake follow-up activities subsequent to the CSA phase out. Eight sub-groups were involved in the exercise: Men, Women, Boys, Girls, Headteachers/Teachers, SMC/PTA executives, Unit committee, and Chief and Elders. Teams made up of GES, CSA staff and facilitators conducted each activity.

**SMC/PTA Training Expansion.** The SMC/PTA training expansion program was active in 22 districts during the quarter. Sixteen Cohort 6 districts participated in 5-day TOT workshops and began 4-day cluster workshops including: Amansie East, Upper Denkyira, Kwahu South, Kwahu North, Ketu, Keta, Atebubu, Kintampo, Aowin Suaman, Amansie West, Ajumako, Fanteakwa, Ahafo Ano South, Asante Akim North, Asante Akim South and Sene. Eleven districts completed their cluster based training during the quarter including: 4 Cohort 1 (Adansi East, Assin, Atwima and Asunafo), 3 Cohort 2 districts (West Akim, Mfantseman and Abura Asebu Kwamankese), 3 cohort 3 (Ho, Hohoe and Suhum-Krabo-Coaltar) and 1 Cohort 6 (Jomoro). A total of 1,362 schools in these 11 completed districts participated in the program and 10,026 SMC/PTA executives attended the 4-day cluster workshops. This brings the total number of districts completed to 70. Including those 16 districts that are currently active, a total of 60,297 SMC/PTA executives from 7,240 schools have been trained.

**SMC/PTA Handbook.** A total of 9,101 SMC/PTA handbooks were distributed during the quarter in 4 Cohort 1, 3 Cohort 2, 3 Cohort 3, and 12 Cohort 6 districts as part of the SMC/PTA expansion program. To date, 46,679 of the 80,000 handbooks have been distributed as follows: 2,000 to GES headquarters, 9,500 to CRS, and 35,179 to district trainers and SMC/PTAs in the 86 districts that have participated in the SMC/PTA training expansion program. The remaining manuals are currently being stored at the CSA Accra and Kumasi offices.

**District SMCs.** District SMCs were formed in 3 Cohort 1 (Asunafo, Adansi East and Assin), 2 Cohort 2 (Abura-Asebu-Kwamankese and West Akim), 2 cohort 3 (Kpando, and Ho), and 3 Cohort 6 (Upper Denkyira, Amansie West and Jomoro) districts as they completed their SMC/PTA Expansion cluster training activities

during the quarter. The associations were formed by taking two nominees from each cluster training workshop, bringing the nominees together after all clusters had been completed, and assisting them to elect a district body consisting of ten members.

**District Management Training/District Grants.** During the quarter, CSA provided 1-day district grant support visits to 15 Cohort 1&2, 4 Cohort 3, 9 Cohort 5, and 12 Cohort 6 districts to monitor the implementation of their district grant workplans and to provide support when districts had encountered difficulties. The CPCs in the communities participated in the visits.

**M&E Capacity Building Program.** During the quarter, 84 2-day on-site training visits were conducted, including at least one visit to 15 Cohort 1&2 (Abora Asebu, Assin, Ahafo Ano North, accra, Asutifi, Birim South, Atwima, Asunafo, Bibiani, Adansi East, Mfantseman, Ahanta West, East Akim, Dangme West, and West Akim) all 24 Cohort 3, 7 Cohort 5 (Akuapem South, Techiman, Bole, Builsa, Lawra, Savelegu, and West Mamprusi) and all 22 Cohort 6 districts. The on-site visits provide the districts with an opportunity to receive training specific to their own M&E plans and allow the CSA training team to track progress. Six-day cluster training 2 workshops, which focused on data analysis and information dissemination, were conducted for 14 Cohort 6 (Atebubu, Kintampo, Sene, Keta, Ketu, Jomoro, Aowin Soaman, Ajumako, Afram Plains, Kwahu South, Fanteakwa, Asante Akim North, Asante Akim South and Upper Denkyira. districts. Five-day technical training II workshops, which focused on building computer and data analysis, were conducted for all 22 Cohort 6 districts. Thirteen computer systems were distributed to 1 Cohort 1&2 (Adansi East) 5 Cohort 3 (Wassa West, Cape Coast, West Gonja, SAEMA and Ho), 1 Cohort 5 (West Mamprusi), and 6 Cohort 6 (Asante Akim North, Kwahu South, Tamale, East Dagomba, Wa and Bawku West) districts. Twelve out of these 13 beneficiary districts are on the EMIS program.

**Microgrant – Cohorts 6.** The 3 remaining Cohort 6 tranche 3 projects were verified as completed during the quarter.

**IEC –Newsletter.** Volume 5, issue 4 of the newsletter ‘Voice from the Community’ is ready and will be distributed next month.

**CSA Video Documentary.** During the quarter, CSA’s documentary on Community Participation in Education was reviewed with the producer and GES staff at USAID. The documentary was completed and was shown on the National television on 21<sup>st</sup> March 2004. There will be subsequent broadcasts on the 5<sup>th</sup> and 11<sup>th</sup> of April, 2004. Copies will be distributed to GES headquarters, all District Education Offices and other education partners.

**SMC/PTA Training Guide.** The review of the SMC/PTA was completed and published during the quarter. Distribution to GES headquarters, all District Education Offices and other education partners will begin next month.

**Field Time and Project Staff.** Average field time for senior staff for the quarter was 53 percent, which included the project director, deputy director for finance and operations, and two associate directors for field activities. Field vehicle usage time was 96 percent.

#### **SUMMARY OF EXPENDITURES FOR THE QUARTER**

<b>Contract:</b>	Total Estimated Amount	<b>\$ 11,111,886</b>
<b>Expenditures:</b>	Actual Cumulative Expenditures through 29 February 2004	10, 027, 336
	Estimated Expenditures for March 2004	221, 925
	Estimated Cumulative Expenditures through March 2004	<b>10, 249, 261</b>
<b>Remaining Unexpended Balance:</b>		<b>\$862, 625</b>

## CUMULATIVE TRACKING SUMMARY OF KEY ACTIVITIES COMPLETED - FY 98/99/00/01/02/03

### Sub Activity 1: Community Awareness, Responsibility and Advocacy Increased

Activity	Cumulative 31 December 2003 (FY 98/99/00/01/02/03)						1 Jan. 04 – 31 March.2004 (FY 2004)		
	Cohort 1 (18 PSCs)	Cohort 2 (27 PSCs)	Cohort 3 (54 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)
Baseline	18	27	54	78	21	20			
PLA	18	27	54	126	62	60			
IEC Comm. Drama (public forum)	18	27	54/54	126/126	62/62	81			
IEC Re-mobilization (video drama/forum or story picture-card/forum)	18/6/18	27	54	126	62				
IEC Calendars (pocket/wall)	10,000/ 400	25,000/ 600	20,000/ 1,000	25,000					
IEC Radio Programs (6 sites)	512 programs & 11 launches								

### Sub Activity 2: School Support Organizations Strengthened

Activity	Cumulative 31 December 2003 (FY 98/99/00/01/02/03)						1 Jan. 04– 31 March. 2004 (FY 2004)		
	Cohort 1 (18 PSCs)	Cohort 2 (27 PSCs)	Cohort 3 (54 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)
SPIP Development	18	27	54	126	62	60			
SMC/PTA Training	5, 3, 2 & 2 days	5, 3 2 & 2 days	5, 3 & 2 days	5, 3 & 2 days	5 & 4 days	5 & 4 days			
Microgrant	Tr. 1 (18) Tr. 2 (18) Tr. 3 (16)	Tr. 1 (27) Tr. 2 (27) Tr. 3 (25)	Tr. 1 (54) Tr. 2 (54) Tr. 3 (54)	Tr. 1 (126) Tr. 2 (126) Tr. 3 (121)	Tr. 1 (62) Tr. 2 (68) Tr. 3 (61)	Tr. 1 (60) Tr. 2 (60) Tr. 3 (50)			
IEC Newsletter	Vol.1 #1-3 Vol.2 #1 -3	Vol.1 #1-3 Vol.2 #1 -4	Vol.2 #1 – 4 Vol.3 #1-3	Vol.2 #4 Vol.3 #1-4 Vol.4 #1-4	Vol. 3 #4 Vol. 4 #1-4 Vol. 5 #1-3	Vol.4 #3 Vol. 5 #1-3 Vol. 5 #1-3			

(Note: SPIPs, SMC/PTA training & microgrants support both Sub Activity 2 & 3.)

## SMC/PTA Expansion Program

	Cumulative 31 December 2003 (FY 02/3)						1 Jan. – 31 March 2004 (FY 2004)				
	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (18 districts)	Cohort 4 (18 districts)	Cohort 5 (18 districts)	Cohort 6 (17 districts)	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (18 districts)	Cohort 5 (18 districts)	Cohort 6 (17 districts)
5-day TOT	6	9	18	18	18	1					16
4-day Cluster Training	521 schools	935 schools	1863 schools	1,941 schools	1,944 schools	36	257 schools	71 schools	63 schools		1,091 schools
Manuals Distributed	2193	3,649	7642	7,898	7,870	161	1,023	215	268		4,573

### Sub Activity 3: Communities Participating in Design, Implementation & Monitoring

Activity	Cumulative 31 December 2003 (FY 98/99/00/01/02/03)						1 Jan. 2004 31 March. 2004 (FY 2004)					
	Cohort 1 (18 PSCs)	Cohort 2 (27 PSCs)	Cohort 3 (54 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)	Cohort 1 (18 PSCs)	Cohort 2 (27 PSCs)	Cohort 3 (54 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)
SMC/PTA Self-Appraisal (3 times in 2 years)	18 (first) 18(second) 18 (third)	27 (first) 27(second) 27 (third)	54 (first) 54 (second) 54 (third)	126 (first) 126 (second) 126 (third)	62 (first) 62 (second)	60 (first) 27 (second)						
SPIPs Review & Update	18/9/18	27/18/5/27	54/54	126/126	62/62							
Remobilization/ Refresher & Phase-out	18/18	27/27	54	126	62		12	17	42	29	62/62	60/60
Assessment/Impact	18	27	54	42	21							

## Sub Activity 4 – District Education Officers Utilizing Monitoring and Evaluation to Improve Education Management

Cumulative 31 December 2003 (FY 98/99/00/01/02/03)

1 Jan 04 – 31 March 04 (FY 2004)

	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (24 districts)	Cohort 4 (26 districts)	Cohort 5 (23 districts)	Cohort 6 (22 districts)	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (24 districts)	Cohort 4 (26 districts)	Cohort 5 (23 districts)	Cohort 6 (22 districts)
District Assessment	6	9	24	26	23	22						
Cluster Training (5 days)	6 (first) 6 (second) 1 (third)	9 (first) 9 (second) 2 (third)	24 (first) 24 (second)	26 (first) 26(second) 6 (third)	23 (first) 23(second) 3 (third)	22 (first)						22 (second)
Technical Training (5 days)	6 (first) 6 (second)	9 (first) 9 (second)	24 (first) 6 (second)	26 (first) 26(second)	23 (first) 23(second)							22 (second)
On-Site Training (2 days)	6 (first) 6 (second) 6 (third) 6 (fourth) 6 (fifth)	9 (first) 9 (second) 9 (third) 9 (fourth) 9 (fifth)	24 (first) 24(second) 24 (third) 6 (fourth) 6 (fifth)	26 (first) 26(second) 26 (third) 26 (fourth) 26 (fifth) 24 (sixth)	23 (first) 23(second) 23 (third) 23 (fourth) 23 (fifth) 16 (sixth)	22 (first) 22 (second)	6 (sixth)	9 sixth)	18 (fourth) 16 (fifth)	6 (sixth)	7 (sixth)	22 (third)
Forum	6	7	5	19	17							
Computer Disbursement	5	9	17	26	22	16	1		5		1	6

## **PLANS FOR NEXT QUARTER**

Plans for April through June 2004 include remobilization activities in 23 Cohort 1-5 districts, district grant support visits in Cohort 3, M&E program activities in Cohorts 3 (south), and 6 (north and south), Cluster workshops in Cohorts 1, 2, 3, and 6, (Contact Justice).

## **PROJECT OFFICE TRAVEL SCHEDULE – APRIL THROUGH JUNE 2004**

### **\*\* Community Based Activities \*\***

#### **REMOBILIZATION ACTIVITIES**

3-31 May	Hohoe, Jasikan, East Akim, Assin, Adansi East, Asutifi, Yilo Krobo, New Juabeng, Abura Asebu Kwanmankese, Ahanta West, Wassa West, Ahafo Ano North, Kadjebi, Asuogyaman, Dormaa, Twifo, Kwabere, Tano, Jaman, Mpohor Wassa, Nzema East, and Afigya Sekyere.
2-10 June	Jasikan, Asutifi, New Juabeng, Ahafo Ano North and Asuogyaman,

### **\*\* District Based Activities \*\***

#### **COHORT 3 DISTRICT GRANT SUPPORT VISITS**

May 5	Hohoe
May 6	Kpando
May 7	Ho
May 8	Akatsi
May 13	South Tongu
May 14	Wassa West
May 15	Shama Ahanta East
May 16	Komenda Edina
May 19	Berekum
May 22	Sunyani
May 23	Adansi West
May 24	Bosomtwi
May 26	Kumasi
May 27	Cape Coast

### **\*\* M&E Capacity Building Program \*\***

#### **COHORT THREE SOUTH ON-SITE 5**

1-2 April	Berekum, Ho
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#### **COHORT THREE SOUTH ON-SITE 6**

4-5 May	Akatsi, Dangme East, Wassa West
6-7 May	South Tongu, Kpando, SAEMA
11-12 May	KEEA, Ho
13-14 May	Adansi West, Cape Coast, Hohoe, BAK
1-2 June	Kumasi, Akuapem North
3-4 June	Suhum, New Juaben
7-8 June	Sunyani
8-10 June	Berekum

### **COHORT THREE SOUTH CLUSTER 3**

26-30 April      BAK, Ho, Berekum

### **COHORT THREE FORUM**

7 June            Suhum, New Juaben, Akuapem North  
9 June            BAK, Kumasi, Adansi West  
11 June          Sunyani, Berekum  
15 June          Wassa West, SAEMA, KEEA, Cape Coast  
17 June          Akatsi, South Tongu, Dangme East, Ho, Hohoe, Kpando

### **COHORT SIX SOUTH ON-SITE 4**

5-6 April        Ketu, Asante Akim North, Sene  
7-8 April        Keta, Asante Akim South, Atebubu  
13-14 April      Amansie West, Kintampo  
15-16 April      Amansie East  
26-27 April      Ajumako  
27-28 April      Aopwin Soaman, Afram Plains, Ahafo Ano South  
29-30 April      Jomor, Fanteakwa, Upper Denkyira, Kwahu South

### **COHORT SIX SOUTH ON-SITE 5/6**

18-19 May       Ketu, Amansie West, Sene, Asante Akim North  
20-21 May       Amansie East, Keta, Asante Akim South, Atebubu  
24-25 May       Ajumako  
25-26 May       Ajumako, Ahafo Ano South, Aowin Soaman, Afram Plains  
27-28 May       Upper Denkyira, Jomoro, Kwahu South, Kintampo, Fanteakwa

### **COHORT SIX SOUTH CLUSTER 3**

31-4 June        Kwahu South, Aowin Soaman

### **COHORT SIX SOUTH FORUM**

7 June            Afram Plains, Fanteakwa, kwahu South  
9 June            Asante Akim North, Asante Akim South, Upper Denkyira, Ahafo Ano South, Amansie West, Amansie East  
11 June          Sene, Kintampo, Atebubu  
15 June          Ajumako, Jomoro, Aowin Soaman  
17 June          Kete, Ketu

### **COHORT SIX NORTH ON-SITE 4**

1-2 April        East Dagomba, Tolon  
5-6 April        Wa

### **COHORT SIX NORTH ON-SITE 5/6**

4-5 May        Tamale, Bawku West  
6-7 May        East Dagomba, Tolon  
10-11 May      Wa

### **COHORT SIX NORTH CLUSTER III**

31-4 June        Tolon

### **COHORT SIX NORTH FORUM**

22 June Tamale, Tolon, East Dagomba, Bawku West, Wa